

Request For Proposal NDOT – Elevator Replacement (2026)

SECTION 1 – OVERVIEW

A. General Information

- a. The Navajo Division of Transportation (Navajo DOT) is requesting proposals for the NDOT – Elevator Replacement (2026).

The Request for Proposal process will identify, evaluate and select qualified firm(s) based on items submitted for proposal. The selected firm shall have all required items specified under the Scope of Work.

- b. Request for Proposals (RFP) Packet – The instructions on the proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

The RFP package may be obtained from the Navajo Division of Transportation, Navajo Transportation Complex, #16 Old Coal Mine Road, Mentmore, NM, starting August 7, 2026, during regular business hours. The Navajo Transportation Complex is located north of NM State Highway 264 and 1.5 miles east of the New Mexico/Arizona State Line. Contact Navajo DOT at 505.481.2669 to request a package. Download the RFP from the Navajo DOT website at <http://www.navajodot.org>.

- c. General Scope of Work (SOW) – The selected firm(s) shall provide the Navajo DOT with a list of services for Navajo DOT which include but are not limited to:

- **Elevator Modernization:** Replace Existing Elevator within the Navajo DOT Offices.
- **Preventive Maintenance:** Provide a 10 Year Preventive Maintenance Program

- d. Schedule of RFP Activities

	<u>Activity:</u>	<u>Schedule:</u>
1.	Advertisement Period	August 7, 2026
2.	RFP Submittal Deadline	August 21, 2026
3.	Evaluation of RFP & Firm(s)	August 26, 2026
4.	Final Selection of Firm(s)	August 27, 2026

- e. Inquires – Navajo DOT will accept or reply to any inquiries for this RFP until August 15, 2026.

- f. Proposal Submittal Deadline – Proposal shall be physically submitted to the following address by August 21, 2026, by 4:00 PM (Mountain Daylight Savings Time):

Navajo Division of Transportation
ATTN: Evans Bennallie
Navajo Transportation Complex
#16 Old Coal Mine Road
Mentmore, NM 87319

LATE, FAXED, OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED. Such proposals will be un-rated, and firms submitting them will be considered non-responsive.

- g. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP, Navajo DOT shall issue a written addendum on the specifics of the change(s) and inform all concerned.
- h. Rejection of Proposals – Navajo DOT reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
- i. Proprietary Information – Any restriction on the use of data contained within any proposals shall be clearly stated in the proposal. Each and every page that contains proprietary information shall be stamped or imprinted “*PROPRIETARY*.”
- j. Ownership of Proposals – All material submitted with the RFP accepted for rating shall become the property of Navajo DOT and not returned to the firm. Navajo DOT has the right to use any or all information presented in the RFP subject to limitations outlined in paragraph i, above. Disqualification or non-selection of a firm(s) or proposal(s) does not eliminate this right.
- k. Cost Incurred – Navajo DOT is not liable for any costs incurred by the firm(s) prior to issuance of a signed contract award for service.
- l. Contractual Obligation – The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award for services.
- m. Evaluation Criteria – Proposals accepted for rating shall be evaluated based on the criteria and 100-point system set forth in Section 5 – Rating System on Evaluation Criteria.
- n. Award of Contract – Navajo DOT will award the contract to the top-rated firm. Upon selection, the firm will be notified, upon Navajo DOT acceptance of the SOW and estimates (fee proposal, etc.) provided by the firm(s), a contract will be issued. The contract shall be effective from the executed date of the contract between the Navajo Nation and the firm.
- o. Standard Contract – The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provision of the Navajo Business and Procurement Act, at 12 N.N.C. § 1501 et seq., and the Navajo Business Opportunity Act, at 5 N.N.C. § 201 et seq.
- p. Taxes – All work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six-percent (6%) Navajo Sales Tax (24 N.N.C. § 601 et seq.).
- q. Insurance – The Navajo Nation require the successful firm(s), at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as commercial

general liability; automobile liability; worker's compensation; professional liability errors and omissions liability; etc.

- r. Disclaimer – the Navajo Nation's acceptance or review of any proposal shall not guarantee the execution of any contract, and the proposed contract shall be reviewed by all appropriate departments through the 2 N.N.C. § 164 review process, including the Navajo Nation Department of Justice, for administrative and legal sufficiency, prior to execution by the Navajo Nation. The Navajo Nation reserves the right to reject any proposed contract prior to execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or for failure to submit all requested documents or information

SECTION 2 – PROPOSAL REQUIREMENTS AND SELECTION

A. Proposal Submission

- a. Proposal shall be submitted in a sealed envelope clearly marked:
 - i. **“DO NOT OPEN RFP # 26-05-4168SB – NDOT – Elevator Replacement (2026)”**
 - ii. The name of the firm submitting the Proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm's address.
- b. Proposal Standards – The firm shall submit one (1) original and four (4) identical copies of their RFP packet for the evaluation committee members. Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - i. The RFP proposal may not exceed 30 single-side pages (maximum 8 ½” x 11”) with a minimum of 10 pt. type.
 - ii. Pages that have photos, charts, graphs and/or various informative visual illustrations and/or exhibits will be counted toward the maximum number of pages.
 - iii. The following information is not included in the 30-page limit: Cover Letter on Company letterhead and Proposal Cost.
 - iv. RFP submittals should be plastic or metal spiral-bound only. **Please do not submit RFP proposals in loose-leaf 3-ring binder, these will be considered non-responsive and will be unrated.**

B. Proposal Review Process

- a. Receipt of Proposal will be verified on the due date specified. Navajo DOT will screen and evaluate Proposals received in accordance with the following criteria. Proposals which fail this check will be considered non-responsive and will be unrated.
 - i. Proposal is received by the required deadline date and time.
 - ii. Proposal meets the proposal submission requirements set forth above under Section 2, A.

C. Proposal Evaluation

- a. Proposal shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
- b. Navajo DOT will rate the Proposals based on specifications of items proposed and rank will be determined as most responsive.

D. Award of Contract

- a. The Navajo DOT will retain the services of the top rated and ranked firm. Upon selection, the firm will be notified.
- b. The Navajo DOT will issue a Notice to Proceed to the firm upon execution of the contract. Navajo DOT is not liable for any cost incurred by the firm prior to issuance of a Purchase Order.

SECTION 3 – Scope of Work

- A. The selected contractor shall furnish all labor, supervision, materials, equipment, permits, testing, programming, installation, startup, and related services necessary to modernize one (1) existing geared traction passenger elevator located at the Navajo Division of Transportation Headquarters in Tse Bonito, New Mexico. The modernization shall include replacement and upgrade of major mechanical, electrical, safety, communication, and control system components required to provide a complete, fully operational, code-compliant elevator system. Where specific technologies or components are identified within this Scope of Work, equivalent or superior systems meeting the functional, performance, safety, and applicable code requirements may be proposed by the contractor.
- B. Elevator Modernization Services
 - a. Modernize one (1) existing traction passenger elevator.
 - b. Replace the existing elevator control system with a new microprocessor-based controller.
 - c. Install a new variable frequency drive (VVVF) utilizing regenerative drive technology.
 - d. Replace the elevator motor, hoist cables, rope gripper, and associated drive components as required.
 - e. Upgrade machine room equipment, controller wiring, and electrical connections.
 - f. Integrate emergency power operation into the elevator control system.
 - g. Provide tenant security/card reader integration compatible with the Owner's security system.
 - h. Provide complete programming, startup, commissioning, and operational testing of all new equipment.
- C. Hoistway and Mechanical Equipment
 - a. Replace or upgrade hoistway wiring, traveling cable, positioning system, and hoistway communication equipment.
 - b. Install new pit equipment including a pit ladder, pit stop switch, and associated safety devices.
 - c. Install new hoistway door frame, door, hardware, and related entrance components.
 - d. Replace the door operator, door protection system, and associated mechanical hardware.
 - e. Retain existing equipment only where specifically identified and approved as part of the modernization design.
- D. Elevator Cab and Passenger Improvements
 - a. Upgrade passenger operating panels and elevator fixtures.
 - b. Install vandal-resistant push buttons, ADA-compliant signage, Braille plates, emergency lighting, and communication systems.
 - c. Install a two-way emergency communication system and integrated ADA telephone system.
 - d. Upgrade position indicators, voice annunciator (if applicable), car riding lanterns, and passenger notification devices.

- e. Retain the existing cab interior and flooring where specified while integrating all new operating components.
- E. Safety and Code Compliance
 - a. Upgrade elevator safety systems to meet all current applicable building codes and elevator safety standards.
 - b. Install new fire service controls, emergency recall functions, emergency communications, and inspection features.
 - c. Provide hoistway access controls, independent service operation, inspection station, and safety monitoring equipment.
 - d. Complete all required testing, inspections, adjustments, and certification necessary for the elevator to be placed into service.
- F. Testing, Commissioning, and Acceptance
 - a. Perform complete operational testing of the elevator and all associated systems.
 - b. Commission all mechanical, electrical, communication, and safety components.
 - c. Coordinate all required inspections with the Authority Having Jurisdiction (AHJ).
 - d. Correct deficiencies identified during testing or inspection prior to final acceptance.
 - e. Provide a final demonstration of system operation to Navajo DOT personnel before project completion.
- G. Contractor Responsibilities
 - a. Provide all labor, supervision, tools, equipment, materials, transportation, and specialized equipment necessary to complete the elevator modernization.
 - b. Coordinate installation activities to minimize disruption to building operations.
 - c. Maintain a safe work environment and comply with all applicable Tribal, Federal, State, local, and OSHA safety regulations.
 - d. Remove and properly dispose of replaced elevator equipment and construction debris generated by the project.
 - e. Protect existing building finishes and restore any areas disturbed during construction.
- H. Documentation and Closeout
 - a. Provide operation and maintenance manuals for all newly installed equipment.
 - b. Provide manufacturer warranties for equipment and workmanship.
 - c. Submit testing, inspection, and commissioning documentation.
 - d. Deliver programming tools, user documentation, and system configuration information applicable to the Owner.
 - e. Provide owner orientation covering operation and basic functionality of the modernized elevator system.
- I. Preventive Maintenance Program
 - a. Provide a comprehensive Preventive Maintenance Program following final installation and acceptance of the elevator for a period not to exceed ten (10) years.
 - b. Perform preventive maintenance through scheduled service visits approved by the Navajo Division of Transportation.
 - c. Establish and submit a preventive maintenance schedule identifying the recommended frequency and scope of scheduled maintenance visits.
 - d. Inspect, clean, lubricate, adjust, test, and service elevator mechanical, electrical, control, door, communication, and safety components as required.

- e. Perform routine adjustments and corrective maintenance necessary to maintain proper elevator operation and reliability.
- f. Inspect and test applicable safety devices and emergency operating systems in accordance with manufacturer recommendations and applicable codes.
- g. Maintain written service records documenting each scheduled visit, inspection, maintenance activity, adjustment, deficiency, and corrective action performed.
- h. Notify Navajo DOT of deficiencies or conditions requiring repair or replacement beyond normal preventive maintenance.
- i. Coordinate all scheduled maintenance visits with an authorized Navajo DOT representative prior to performing work.
- j. Provide qualified elevator technicians possessing all licenses, certifications, and qualifications required to service the installed elevator system.
- k. Ensure the elevator remains maintained in accordance with manufacturer specifications and all applicable Tribal, Federal, State, and local elevator safety requirements throughout the maintenance period.

J. Ownership

- a. All installed equipment, documentation, manuals, drawings, programming, and related project deliverables shall become the property of the Navajo Nation Division of Transportation upon final acceptance and completion of the project, except for proprietary software, licensed applications, and manufacturer-owned diagnostic systems specifically identified by the manufacturer.

SECTION 4 – Proposal Content and Evaluation Criteria

A. Qualification of the Firm. Proposal shall specifically address and affirm the following:

- a. Letter of Interest that indicates why your firm should be selected to provide the Elevator Replacement proposal to Navajo DOT
- b. Evidence of Insurance, such as Professional Liability Insurance, Workers Comp, etc.

B. Navajo Business Opportunity Act (NBOA)

- a. The Navajo DOT will follow Navajo Business Opportunity Act, 5 N.N.C. § 201 et seq; Certified Navajo-owned business first opportunity to proposal on projects (purchase of materials or professional service)
 - i. Priority #1 - 100% Navajo owned and controlled business entity
 - ii. Priority #2 - Navajo businesses that are less than 100% owned and controlled but have majority ownership and control (51%+)
 - iii. Other Indians that own and control all or a majority of the business activities
 - iv. Any tribally-owned and operated business entity

SECTION 5 – Rating System on Evaluation Criteria

A. Description of the components provided in Section 4 – Proposal Content and Evaluation Criteria.

B. Each proposal will be evaluated and rated as follows:

	<u>COMPONENTS:</u>	<u>SCORING:</u>
A.	Organization of RFP	10 Points
B.	Letter of Transmittal	5 Points
C.	Specifications of Submitted Services	70 Points
D.	Three References	15 Points
Total Points		100 Points

It is the intent of Navajo DOT to score the firms according to the proposals submitted. Navajo DOT reserves the right to conduct detailed interviews, either by telephone or in person, of firms, if warranted.

End of Request for Proposals - # 26-05-4168SB – NDOT – Elevator Replacement (2026)

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and Contracting Eligibility

Consultant/Project Name

Work Location

1. Applicant acknowledges, in accordance with the Navajo Nation Procurement Act, 12 N.N.C. §§ 301-80, to the best of its knowledge, Applicant, in either its present form or in any other identifiable capacity, that it has not:
 - a. been convicted in any jurisdiction for the commission of a criminal offense incident to obtaining, or attempting to obtain, a public or private contract or subcontract, or in the performance of such Contract or subcontract;
 - b. been convicted in any jurisdiction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Navajo Nation Contractor;
 - c. been convicted in any jurisdiction under any antitrust statute arising out of the submission of offers;
 - d. violated contract provisions, such as having:
 - i. deliberately failed, without good cause, to perform in accordance with the purchase description or within the time limit provided in the contract; or
 - ii. a record of failure to perform, or of unsatisfactory performance, with the terms of one or more contracts; or
 - e. been determined to be ineligible to conduct business with the Navajo Nation under the Navajo Business Opportunity Act, 12 N.N.C. §§ 201-380;
 - f. submitted bad offers where such offers are lower than the expected price, or overstate the Applicant's qualifications; and
 - g. engaged in any other cause so serious and compelling as to affect Applicant's responsibility as a Navajo Nation Contractor, including debarment or suspension by another government.
2. Applicant certifies that the individual named below is authorized to represent Applicant for purposes of the declarations in this certification, and that all such declarations are made on behalf of Applicant and all of its owners, partners, officers, members, employees, officials, agents, or parties-in-interest;
3. Applicant acknowledges that, if the Navajo Nation determines this executed Certification is untrue or not wholly accurate, the Navajo Nation shall have grounds terminate the contract award or contract and pursue other legal remedies, at the Navajo Nation's discretion.
4. Applicant certifies that, to the best of its knowledge, it is eligible to do business with the Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. §§ 1501-16 and 5 N.N.C. §§ 201-380.
5. Applicant acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name

Printed name individual signing on Applicant's behalf

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date